



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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July 18, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification, to delete two (2) non-represented classes, to change the salary for two (2) positions in the Department of Animal Care and Control, to change the title of one (1) non-represented class, to implement classification studies and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. As part of the FY 2006 – 2007 Proposed Budget, your Board approved the recommendation to transfer the maintenance of the County's classification system from the Department of Human Resources (DHR) to the Chief Administrative Office (CAO) effective July 1, 2006.

Your Board's approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These classification and compensation recommendations (Attachments A and B) will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is \$52,495 annually based upon salaries as of January 1, 2006. With the exception of recommendations involving MAPP classes, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Class

One (1) new class is being created in the County's classification system to better serve departmental needs (Attachment A).

Title Changes

Two (2) classes are being recommended for title change. One (1) non-represented and one (1) represented class approved by the Employee Relations Commission (ERCOM) are being changed in the County's classification system to more accurately reflect the level of work and scope of responsibilities assigned and to better serve departmental needs (Attachment A).

Deleted Classes

Two (2) vacant non-represented classes are being recommended for deletion from the County's Classification Plan (Attachment A). One of the class deletions reflects the continuing implementation of Measure A ratified at the special election on March 7, 2000. Measure A removed chief deputies and assistants or deputies next in line of authority from the Civil Service System. The other class deletion reflects the continuing implementation of findings from the DHR Registered Engineering Classification Study adopted by your Board on March 13, 2001. Class deletions are consistent with CAO's strategy to reduce the overall number of County classes. The affected departments have been informed of and have consented to the deletions.

Salary Changes

As a result of a review of the scope and level of management positions in the Department of Animal Care and Control, two (2) positions are being recommended for salary change (Attachment A).

Reclassification

There are fourteen (14) positions in seven (7) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified as recommended.

Technical Corrections

Two (2) unclassified positions in the Sheriff's department were inadvertently included in longevity pay provisions. The recommended changes will correct this error.

Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Approvals

- Appropriate consultations have been conducted with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a long horizontal flourish extending to the right.

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH
WGL:VH:kp

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASS RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/Health Plan	Item No.	Title	Salary Schedule & Level
Horizons	5509	Graduate Pharmacist	NB 93A

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
8650	Executive Assistant, Probation	Executive Assistant, Probation (UC)

REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
2986	Animal Health Technician	Registered Veterinary Technician

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
1670	Assistant Director of Consumer Affairs
3450	Supervising Civil Engineer IV

NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
0991	Chief, Administration and Contract Services, Animal Care and Control	N23 R9	N23 R10
2994	Deputy Director, Animal Care and Control (UC)	N23 R9	N23 R10

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

OFFICE OF ASSESSOR

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Assistant Property Assessment Specialist 80G Represented	Property Assessment Specialist 88G Represented

The subject position is assigned to the Legal Services Section of the Ownership Division and is responsible for interpreting and explaining the change of ownership provisions contained within the Revenue and Taxation Code, the provisions for the Assessor's function codes, Corporate Code, Public Resource Code and Evidence Code; reviewing and analyzing property conveyances and applying legal principles to factual situations; and gathering and preparing necessary documents to present or give expert testimony before the Assessment Appeals Board to support the Assessor's position.

The scope of the duties performed meets the class definition of Property Assessment Specialist which "Researches, analyzes, provides consultation and resolution of problems on policy and legal issues relating to the powers, jurisdictions, procedures, policies and operation of the Assessor's Department." Therefore, upward reclassification to Property Assessment Specialist is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

OFFICE OF THE COUNTY COUNSEL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Clerk 63H NV Represented	Secretary V 72A NV Represented

The subject position reports to the Head, Administrative Systems, County Counsel within the Administrative Systems and Programs Section of the Administrative Services Bureau. It is responsible for answering and screening phone calls, scheduling meetings for the section manager and staff, tracking work schedules of section staff, making travel arrangements, coordinating and arranging departmental information technology related training, maintaining divisional files, drafting correspondence, and ordering supplies.

This position meets the organizational allocation criteria for Secretary V which "Acts as secretary to the head of a major section in a department headed by an appointed official who provides immediate advisory services to the Board of Supervisors." Therefore, we recommend that the position be reclassified upward to Secretary V.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DISTRICT ATTORNEY'S OFFICE

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Departmental Personnel Assistant 75K Non-Represented	Departmental Personnel Technician 82H Non-Represented

The subject position is assigned to the Human Resources Return-to-Work Section and is responsible for performing the full scope of return-to-work (RTW) functions including monitoring, reviewing, analyzing, and making recommendations regarding RTW cases; conducting in-house fact-finding interviews with supervisors, employees and any witnesses; acting as liaison between employees, supervisors, managers and third-party administrators in matters involving claim reporting and procedures, workers' compensation regulations, and problems related to work-related injuries and illnesses; participating in the Early RTW Program; conducting the interactive meeting with employees to discuss injuries and work restrictions, and to identify the appropriate temporary work assignment; communicating orally or in writing with the CAO, third-party administrators, treating physicians, attorneys from County Counsel and outside law firms, and employees; and documenting all pertinent information relating to the RTW case.

The stated duties and scope of work performed requires incumbents to demonstrate more specialized technical human resources knowledge, analytical ability, and refined written communication skills fully consistent with allocation criteria for Departmental Personnel Technician. Therefore, upward reclassification to Departmental Personnel Technician is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
4	Information Systems Analyst II 86F Represented	Departmental Information Security Officer I 97J Non-Represented
1	Information Systems Analyst II 86F Represented	Departmental Information Security Officer II 104A Non-Represented

Five (5) vacant Information Systems Analyst II positions were identified by the Department for reclassification to the recently established Departmental Information Security Officer (DISO) class series. Four (4) of these positions will each be assigned to a major hospital facility and function as the DISO. These responsibilities include ensuring compliance with Health Information Portability and Accountability Act (HIPAA) security rules, County Security Policies, and security-related best practices as well as overseeing security risk assessments, monitoring incident responses, and reporting at the facility level. These duties are fully consistent with the allocation standards for DISO I a class which is assigned to an Information Systems Bureau (ISB) of the Department of Health Services (DHS) and is responsible for the development, delivery and administration of information technology (IT) security standards, best practices, and architecture to ensure the security and confidentiality of data across the departmental enterprise. Therefore, upward reclassification of these positions to DISO I is recommended.

The remaining position will function as the department-wide DISO. This position will be responsible for directing and overseeing the development, implementation, and maintenance of security policies and procedures, security architecture and standards, and information system security plans for the entire Department. The stated duties meet the definition of a DISO II which is "Responsible for the development, delivery and administration of information technology (IT) security standards, best practices, architecture and systems in a large to very large County department with highly complex and extensive IT security requirements, to ensure the protection and confidentiality of data and other information assets across the departmental enterprise." Therefore, upward reclassification of this position to DISO II is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

PUBLIC HEALTH DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Information Technology Aide 73K Represented	Information Systems Analyst I 83K Represented
3	Student Worker FH \$8.52 Non-Represented	Student Professional Worker FH \$10.30 Non-Represented

All the subject positions are assigned to the Nutrition Program, Regional Nutrition Network. The Senior Information Technology Aide has responsibility for the development of data and communication systems to support the activities of the Regional Nutrition Network. Duties include maintenance and development of two new websites in addition to customer/resource databases.

The duties assigned to this position meet the classification standard of Information Systems Analyst I which "performs systems analysis and design within a limited framework." Therefore, upward reclassification to Information Systems Analyst I is recommended.

The Student Worker positions assist the nutritionist and project coordinators by performing a variety of sub-professional support duties which include developing and disseminating health education materials, enhancing community/media relationships and communication channels, identifying and cataloging resources, and collecting and analyzing data for Regional Nutrition Network databases. These positions meet the classification standards of Student Professional Worker which "work under the close supervision of technical or professional personnel engaged in a specific occupation and perform, on a part-time basis, a variety of skilled tasks supporting those personnel." Therefore, upward reclassification to Student Professional Worker is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

PROBATION DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	General Services Manager III 80H Represented	Services Director, Probation R9 N23 Non-Represented

The subject position is located at Challenger Memorial Youth Center and has responsibility for preparing and monitoring the facility's budget, participating in the development of contract specifications and cost estimates for the contracted food services, and ensuring adequate supplies and services within the six camps and the special housing unit. The functional areas managed include laundry, sewing, property storage and safekeeping, general maintenance, custodial, barbering, and a contracted kitchen service. The subject position must ensure that the needs and standards of the facility are being met within established policies, procedures, and regulations.

The duties and organizational setting for this position meet the class definition of Services Director, Probation which "Manages the support services operations at a Probation Department Juvenile Hall or at the Challenger Memorial Youth Center." Therefore, upward reclassification to Services Director, Probation is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Power Equipment Mechanic F 4,166.99 Represented	Power Equipment Operator 78G N2 Represented

The subject position is located at the Peter Pitchess Detention Center, North Facility and operates and performs basic maintenance of bulldozers, tractors, graders, backhoes, dump trucks, forklifts, and loaders. The equipment is used primarily to grade, build and maintain dirt roads and trails; demolish structures and buildings; haul debris, rocks and dirt; abate weeds and cut trees for fire prevention; and maintain the rugged hillsides of the 2800 acre compound.

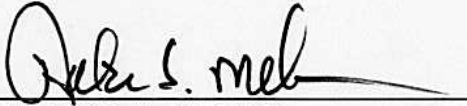
The duties performed are fully consistent with the allocation standards for Power Equipment Operator a class which "Operates diesel or gasoline powered tracklaying tractors and loaders and non-tracklaying equipment used in the construction and maintenance of roads, trails, parks, channels, and related projects." Therefore, upward reclassification to Power Equipment Operator is recommended.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Deleting and/or making technical corrections to certain Sheriff civilian executive positions regarding eligibility for longevity pay provisions;
- Adding and establishing the salary for one (1) employee classification;
- Deleting two (2) non-represented employee classifications;
- Changing the salary of two (2) non-represented employee classifications in the unclassified service; and
- Changing certain classifications and numbers of ordinance positions in the departments of Animal Care and Control, Assessor, County Counsel, District Attorney, Health Services, Public Health, Probation, and Sheriff.

RAYMOND G. FORTNER, JR.
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the results of classification studies, and to make technical corrections regarding civilian positions eligible for longevity pay for Sheriff's Department executives.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.08.365 is hereby amended to read as follows:

6.08.365 Departmental special rates.

Special rates provided in Division 3 of Title 6 of this code shall be applicable to Plan Participants only as specifically provided in this section.

...

D. Sheriff.

...

2. Longevity Pay. a. Eligibility. Beginning July 1, 2005, each person employed in one of the following positions shall be eligible to receive longevity pay based on years of completed aggregate service in accordance with the implementation schedule provided in subparagraph d:

Item No.	Title
2898	Commander, DA
9966	Field Deputy, Sheriff (UC)
9968	Division Chief, Sheriff (UC)
9969	Assistant Sheriff (UC)
9970	Undersheriff (UC)

...

SECTION 2. Section 6.10.115 is hereby amended to read as follows:

6.10.115 Longevity pay – peace officers.

A. Eligibility.

1. Beginning July 1, 2005, each person employed in one of the following positions shall be eligible to receive longevity pay based on years of aggregate service in accordance with the implementation schedule provided in subsection B:

Item No.	Title
2721	Captain
2723	Commander
2896	Captain, DA
9967	Executive Assistant, Sheriff (UC)
9977	Detective (UC)
9980	Detective (UC)

...

SECTION 3. Section 6.28.050 is hereby amended to add the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>5509</u>	<u>GRADUATE PHARMACIST</u>	_____ *	<u>NB</u>	<u>93A</u>

SECTION 4. Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1670	ASST DIRECTOR OF CONSUMER AFFAIRS	10/01/2002	N23	R8
		01/01/2005	N23	R8
		01/01/2006	N23	R8
3450	SUPERVISING CIVIL ENGINEER IV	10/01/2002		102H
		01/01/2005		103G
		01/01/2006		104F

SECTION 5. Section 6.28.050 is hereby amended to change the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
0991	CHIEF,ADMIN & CONTRACT SERVS,AC&C	10/01/2002	N23	R9
		01/01/2005	N23	R9
		01/01/2006	N23	R9
		_____ *	<u>N23</u>	<u>R10</u>
2994	DEP DIR,ANIMAL CARE & CONTROL(UC)	10/01/2002	N23	R9
		01/01/2005	N23	R9
		01/01/2006	N23	R9
		_____ *	<u>N23</u>	<u>R10</u>

SECTION 6. Section 6.28.050 is hereby amended to change only the title of the following class:

ITEM NO.	TITLE
8650	EXECUTIVE ASSISTANT, PROBATION <u>EXECUTIVE ASSISTANT, PROBATION(UC)</u>

SECTION 7. Section 6.34.010 (Animal Care and Control) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2986A	11	ANIMAL HEALTH TECHNICIAN <u>REGISTERED VETERINARY TECHNICIAN</u>

SECTION 8. Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1978A	2 <u>1</u>	ASST PROPERTY ASSESSMENT SPECIALIST
1979A	4 <u>5</u>	PROPERTY ASSESSMENT SPECIALIST

SECTION 9. Section 6.64.010 (County Counsel) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2098A</u>	<u>1</u>	<u>SECRETARY V</u>

SECTION 10. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1140A	6 <u>5</u>	SENIOR CLERK

SECTION 11. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	6 <u>7</u>	DEPARTMENTAL PERSONNEL TECHNICIAN
1843A	6 <u>5</u>	SENIOR DEPARTMENTAL PERSONNEL ASST

SECTION 12. Section 6.78.010 (Health Services - Administration) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2611A</u>	<u>4</u>	DEPTL INFO SECURITY OFFICER I
<u>2612A</u>	<u>1</u>	DEPTL INFO SECURITY OFFICER II

SECTION 13. Section 6.78.010 (Health Services - Administration) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2591A	59 <u>54</u>	INFORMATION SYSTEMS ANALYST II

SECTION 14. Section 6.78.040 (Public Health Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2590A	42	<u>13</u>	INFORMATION SYSTEMS ANALYST I
2585A	2	<u>1</u>	SENIOR INFORMATION TECHNOLOGY AIDE
8243F	62	<u>65</u>	STUDENT PROFESSIONAL WORKER
8242F	47	<u>14</u>	STUDENT WORKER

SECTION 15. Section 6.100.010 (Probation - Main) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8027A	2	<u>1</u>	GENERAL SERVICES MANAGER III
8028A	4	<u>5</u>	SERVICES DIRECTOR,PROBATION

SECTION 16. Section 6.100.010 (Probation - Main) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8650A	1		EXECUTIVE ASSISTANT,PROBATION <u>EXECUTIVE ASSISTANT,PROBATION(UC)</u>

SECTION 17. Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7433A	4	POWER EQUIPMENT MECHANIC

SECTION 18. Section 6.120.012 (Sheriff – Custody) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7374A	4 <u>2</u>	POWER EQUIPMENT OPERATOR

SECTION 19. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classification added and the salary changes made to Section 6.28.050 of the County Code.

[RECLASS0706KPDHR]